

STATE AND CONSUMER SERVICES AGENCY

**DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING
JOB OPPORTUNITY BULLETIN**

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX,
MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACE IN PUBLIC SERVANTS.

UNIT: Elk Grove – Personnel Office **(FREE PARKING)**

CLASSIFICATION: Associate Personnel Analyst

SALARY: \$4255- \$5172

FINAL FILING DATE: Until Filled

DUTIES:

The incumbent performs a variety of tasks under the general supervision of the Personnel/Labor Relations Officer. Advise DFEH management regarding the interpretation and application of substantive provisions of labor agreements. Serve as Workers' Compensation Coordinator; applies the laws and rules of Temporary Disability and Industrial Disability Leave Programs. Coordinates State Compensation Insurance Fund ("SCIF") issues with injured employees and ensures that the DFEH complies with all Workers' Compensation/SCIF requirements. Serve as Return to Work/Wellness Coordinator; develops, coordinates, implements and monitors a pro-active Return-to-Work Program. Serve as Health and Safety Officer; develops and enforces policies and procedures for the effective implementation of the DFEH Health and Safety Program; and maintains the DFEH's Emergency Preparedness and Injury and Illness Prevention Plans. Serve as Reasonable Accommodation Coordinator; coordinates meetings with Reasonable Accommodation Committee members to ensure that the DFEH complies with the FEHA/ADA when evaluating requests for reasonable accommodation from DFEH employees.

DESIRABLE QUALIFICATIONS:

Integrity, initiative, tact, dependability, good judgment, ability to work independently and cooperatively. Ability to execute work assignments with accuracy and organization, and excellent communication skills. Ability to operate a computer and knowledge of Excel and Word software programs. Some travel is required to conduct official State business. Selected candidate will be required to certify they have a valid California driver's license and liability insurance.

WHO SHOULD APPLY: Applicants must be a current or former State employee with transfer or reinstatement eligibility for this classification, or be reachable on a current employment list for this classification. Appointment is subject to SROA and State surplus policies. Surplus candidates must submit copy of surplus status letter. All applicants must clearly indicate their basis for eligibility on the State application (STD 678). Applicants will be screened and those best qualified will be interviewed.

SEND COMPLETED STATE APPLICATION (STD 678) TO:

Department of Fair Employment and Housing
ATTN: Personnel Office
2218 Kausen Drive, Suite 100
Elk Grove, CA 95758
(916) 478-7229
TTY (800) 700-2320

RPA #: 113
ISSUE DATE: 05/25/07